



PROGRAMME MANAGER
SECTION: HOUSING DEVELOPMENT
DEPARTMENT: INTEGRATED HUMAN SETTLEMENTS
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/IHS/HD/03

Minimum requirements: A Bachelor's degree (NQF level 7) or a tertiary qualification (NQF level 7) in the build environment, civil engineering, planning or project management • 5 - 7 years' experience amongst others in the design/planning/supervision of township establishment, township engineering services • Computer Literacy to the level of MS Word, MS Excel, MS Project, MS PowerPoint, and MS Outlook • A valid Code B driver's license.

Other Requirements: Sound working experience in financial and project management in the public sector • A thorough knowledge of Integrated Human Settlements principles and methodologies as well as research and policy development methodologies • Effective leadership, interpersonal and communication skills • Good communication, report-writing • Have proven programme and Project Management skills • Advanced interpersonal and communication skills • Ability to function as a team worker • Possess exceptional innovative and creative attributes • Must be assertive and self-driven and able to work to strict deadlines • Must be able to exercise professional judgement • Ability to perform under pressure and in stressful conditions • Excellent oral and written communication skills in at least two or three Western Cape official language (English, Afrikaans, Xhosa) • Managerial skills • Conflict resolution skills.

Duties/Responsibilities: Assist the Manager: Housing Development to develop and manage housing development systems and administer relevant legislation • Manage the development and implementation of Municipal housing developments in green - and brown field areas within the relevant legislation / policies • Ensure the integration of Municipal Integrated Human Settlements Plan with other Municipal Housing policies and systems • Assist the preparation of Housing Development related Standard Operating Procedures (SOP's) and policies • Develop norms, standards and guidelines for Housing Development and coordinate, monitor and evaluate the planning and implementation of the Municipal Integrated Human Settlements Plan and related policies and regulations • Provide housing development advice and technical support to the Sections Housing Development and Informal Settlements • Advice internal - and external departments on National and Provincial guidelines and policies • Manage the project initiation and conceptualization of housing projects • Direct and control administration of a project • Drafting of business plans for funding applications • To ensure a successfully implemented project; to receive the maximum funding for the project and to ensure that the end user becomes a landowner, thus assisting the process of transfer of ownership to the end user • Quality control and overall integrity of the projects, focusing on internal consistency of the projects, as well as its coherence with planning, interfaces with other projects and corporate technical and specialist standards on the other • Monitor and implement corrective measures to rectify acts contrary to financial regulations, audit requirements and departmental procedure • Relationship Management • Responsible for knowledge sharing, training & skills development • Facilitate and ensure effective communication with Councillors, National - and Provincial Department of Human Settlements, consultants, Interested and Affected Parties, internal departments and the general public • Input into budget.

Added advantage: Experience with specific reference to the management of upgrading of informal settlements, mixed-use developments, and social housing projects. Work experience gained within Integrated Human Settlements department in local government.

Job-related enquiries: Mr Lester van Stavel 021 808 8462

General enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Lisa Patience 021 808 8064

Salary: R 425 137.44- R 551 855.78

Plus benefits

NOTE: Amended salary scales will be implemented in accordance with the Collective Agreement when new cost of living increase is determined

*Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above
Directorate: pedjobs@stellenbosch.gov.za*

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za> .Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Closing date: 02 September 2024

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

